

Usawa Agenda invites applications from eligible, qualified, and competent suppliers, service providers, and contractors for the financial year 2026–2027.

About Us

We are a not-for-profit organisation duly registered in Kenya, and dedicated to promoting systems change through research, innovation, and stakeholder engagement.

The name "Usawa" is Swahili for equality/equity. It underscores our commitment to the course of education justice and underpins our strong conviction that the school system can be responsive to the unique needs of every child.

Objectives

This prequalification process aims to:

- i. Establish a verified database of suppliers, service providers, and contractors who will be engaged on need basis;
- ii. Enhance competitive sourcing and maximise value for money;
- iii. Provide fair and equal opportunities for all eligible applicants, regardless of size.

Categories for Prequalification

Interested parties can apply for prequalification in one or more of the following categories. Joint ventures are welcomed, provided they meet the qualification requirements both collectively and individually.

Reference No	Category	Description
UA/PREQ/001/2026-27	Supply and Delivery of General Office Supplies	Including but not limited to: stationery, writing and desk essentials, paper products, computer and printing consumables.
UA/PREQ/002/2026-27	Provision of Integrated Waste Management and Hygiene Services	Sanitary bin services, paper waste disposal services, confidential shredding, electronic waste disposal.

UA/PREQ/003/2026-27	Supply and Delivery of Assorted Dry Food Stuffs and Groceries	Including but not limited to: Cereals, grains, sweeteners, beverages, condiments, and cooking oil, and related pantry items.
UA/PREQ/004/2026-27	Supply and Delivery of General Cleaning Materials and Detergents	Including but not limited to: Hand wash, disinfectants, multipurpose liquid soap, dishwashing liquid, bleach, toilet cleaner, powder soap, hand paper towels, garbage bags, air freshener, scouring pads and related products.
UA/PREQ/005/2026-27	Supply and Delivery of Fresh Foods	Including but not limited to: Fruits, vegetables, meats (beef, fish, chicken, lamb, goat), and milk.
UA/PREQ/006/2026-27	Supply and Delivery of Bottled Mineral Water and Provision of Water Dispenser Maintenance Services	Either 18.9 or 20 litre dispenser bottles.
UA/PREQ/007/2026-27	Provision of Fumigation and Integrated Pest Control Services	Pest control, and other targeted treatment and disinfection services.
UA/PREQ/008/2026-27	Provision of Insurance Brokerage and Risk Management Services	Group medical cover, WIBA-GPA cover, Group life cover, Group last expense cover, Assets Insurance, and other general insurance services.
UA/PREQ/009/2026-27	Provision of Pension Administration and Fund Management Services	Group personal pension and NSSF Tier II management.
UA/PREQ/010/2026-27	Provision of Corporate Airtime and Data Solutions	Bulk airtime and data top up (Safaricom/Airtel)
UA/PREQ/011/2026-27	Supply and Delivery of Office Furniture, Fittings, and Interior Décor Services	Including but not limited to: Workstations, ergonomic seats, conference room furniture, storage cabinets, safes, window blinds, glass and gypsum partitioning.

UA/PREQ/012/2026-27	Supply and Delivery of Kitchenware	Commercial grade crockery & drinkware, cutlery, serving ware and kitchen utilities.
UA/PREQ/013/2026-27	Provision of Printing and Branding Services	Including but not limited to: High volume printing, production of corporate branded gifts and apparel, office signage, and other promotional materials.
UA/PREQ/014/2026-27	Provision of Internet Services	Dedicated corporate internet subscription.
UA/PREQ/015/2026-27	Provision of Corporate Ground Transportation Services	Ride hailing, short-term car hire, and long-distance shuttle services.
UA/PREQ/016/2026-27	Provision of Hotel Accommodation and Conferencing Services	Including but not limited to: Full day conference, half day conference, corporate accommodation, and residential conference services within Kenya.
UA/PREQ/017/2026-27	Provision of Travel Management Services	Including but not limited to: Domestic, regional and international air ticketing, accommodation, visa processing, travel insurance, and ground logistics services.
UA/PREQ/018/2026-27	Provision of Corporate Event Management Services	Including but not limited to: Report launches, strategy launches, galas, hybrid and virtual integration services.
UA/PREQ/019/2026-27	Provision of Professional Consultancy and Advisory Services	Including but not limited to: Data management, cybersecurity, Human Resources (HR), Occupational Health and Safety (OSH), and legal advisory services

UA/PREQ/020/2026-27	Supply and Delivery of ICT Infrastructure and Technical Support Services	Computing hardware/equipment, software, licensing, consumables, and maintenance and support services.
UA/PREQ/021/2026-27	Supply and Delivery of LPG Cooking Gas and Specialised Heating Fuels	13kg and 5kg LPG gas cylinder purchase and refills, and chafing fuel (gel).
UA/PREQ/022/2026-27	Provision of General Building Maintenance	Plumbing and electrical services.
UA/PREQ/023/2026-27	Provision of Fire Safety and First Aid Equipment and Maintenance Services	Firefighting equipment, first aid kits, safety signage, and workplace safety training.

Mandatory Requirements

Applicants must submit the following documentation:

- i. Company Profile detailing relevant experience;
- ii. Certificate of Incorporation;
- iii. Valid Business Permit;
- iv. KRA PIN Certificate and Evidence of e-TIMS Integration;
- v. Valid Tax Compliance Certificate;
- vi. CR12 Certificate (issued within the last 12 months);
- vii. Industry Specific Licenses and Certifications;
- viii. Audited Financial Statements (last 3 years);
- ix. Evidence of experience in relevant field (minimum 3 years); and
- x. References from previous clients (at least 3)

Evaluation Criteria

Applications will be evaluated based on:

- i. Administrative Compliance;
- ii. Technical Capacity;
- iii. Relevant Experience;
- iv. Financial Capability.

Only applicants who meet the minimum requirements will be considered for prequalification.



Ethical Standards and Compliance

Usawa Agenda is committed to high standards of integrity. Applicants must:

- I. Demonstrate compliance with all applicable laws and regulations;
- II. Declare any conflict of interest;
- III. Disclose any history of litigation;
- IV. Refrain from offering inducements, gifts, or favours.

Any form of unethical conduct will lead to disqualification and blacklisting.

Application Process

Applicants should submit applications clearly indicating the Reference Number and Category(ies) of interest, along with all required documentation via.

- i. **Email to:** procurement@usawaagenda.org
and **cc** bonyango@usawaagenda.org OR
- ii. **Physical delivery to:** Usawa Agenda Office, 22 School Lane, Westlands, Nairobi.

Deadline: 5th June 2026 at 1700 hrs EAT.

Late submissions will not be considered.

Important Notes

- i. Usawa Agenda reserves the right to accept or reject any application in whole or in part without giving reasons;
- ii. This invitation does not constitute a contract or commitment of any kind;
- iii. Prequalification does not constitute a guarantee of business;
- iv. Only shortlisted vendors will be contacted;
- v. Usawa Agenda may request additional information or clarification during the evaluation process.

Inquiries

For inquiries or clarifications, please contact:

Brenda Onyango, Operations Officer

Email: bonyango@usawaagenda.org

